

Student Brochure

Current as of October 2011

Forrest L. Vosler NCO Academy

570 Vincent Street

Peterson AFB CO 80914-1510

(719) 556-8143/8148/8147

DSN 834-8143/8148/8147

<http://www.peterson.af.mil/ncoa/>



OUR MISSION AND VISION

Mission – Developing tomorrow's SNCOs through professional education to manage our nation's resources while leading the world's premier Air, Space and Cyberspace force.

Vision – Precision leadership for the warrior Airman.

OUR PHILOSOPHY

The Forrest L. Vosler NCO Academy's philosophy is to instruct non-commissioned officers in the basic tenets of leadership and management so they can develop our Airmen and execute the mission. We believe in leadership by example and development through education and shared experiences.

OUR OBJECTIVES

1. Provide the nation with military personnel skilled in the employment of aerospace power in the conduct of war and small scale contingencies.
2. Provide Air Force personnel with the skills and knowledge to make sound decisions in progressively more demanding leadership positions within the national security environment.
3. Develop strategic thinkers and credible leaders.

REQUIREMENTS FOR ATTENDANCE

1. **Eligibility.** Technical Sergeants or ANG/AFR Technical Sergeant Selects who meet the criteria outlined in AFI 36-2301, Professional Military Education, are eligible to attend the NCO Academy. They must be promotable and have a **current/passing** fitness test.
2. **Medical Requirements.** If you have any type of physical profile, permanent or temporary, it must be documented on an Air Force Form 469 and 422. You must coordinate your profile through your respective wing training manager and chain-of-command and process it through the NCO Academy NLT 35 days prior to the class start date. Individuals who report to the Academy with an uncoordinated/unapproved medical profile may be returned to their unit at unit's expense. All NCO Academy students are required to actively participate in physical training and drill requirements. Active participation is defined as the unrestricted physical ability to lead or take part in physical fitness exercise, team sports, marching, standing in formation, vocalizing commands, raising or lowering flags, and rendering salutes. Physical fitness activity includes, but is not limited to running, push-ups, and abdominal crunches, as well as pre-exercise stretching and warm-up.
3. Ensure you take care of any personal and/or professional responsibilities prior to attending the NCO Academy (Family Care, Power of Attorney, writing/signing EPRs, etc).

GETTING TO PETERSON AFB

1. If you arrive at Colorado Springs airport, you will have to take a cab to Peterson AFB. There are 3 main access routes onto Peterson AFB. The hours of operation are as follows:

- West Gate: 24 hour operation
- North Gate: 0600 - 1800 (M-F)
- East Gate: 0500 - 2200

2. **Directions from the Colorado Springs Airport:** Exit the airport and turn right (north) onto Powers Blvd. Turn right onto Airport Rd. This will lead to the West Gate of Peterson AFB.

3. **Directions from I-25:** From **I-25**, take **EXIT 139** and proceed **EAST** on **US 24** toward **LIMON**. US 24 East turns into Fountain Blvd, continue to **POWERS BLVD**. Turn **LEFT (N)** on Powers. Turn right (east) on Airport Rd to enter the west gate or turn right (east) on Highway 24 and take first exit to enter the north gate (north gate closes at 1800 hrs).

Upon entering the west gate, (**STEWART AVE**), take your third right onto **VINCENT ST**. We are the second building on the right, 1142 (570 Vincent St). For the lodging office, continue on **STEWART AVE**, it is the first building on your right (Bldg. 1042) after **PETERSON BLVD**. Upon entering the North gate, continue on **PETERSON BLVD** and turn right onto **STEWART AVE** (fourth light) and take your first left onto **VINCENT ST**. We are the second building on the right, 1142 (570 Vincent St). For the lodging office, turn left on **STEWART AVE**, it is the first building on your right (Bldg. 1042).

Things to Bring

1. **Completed Chain of Command Worksheet** (On VNCOA web site). It must be TYPED completely and accurately (all fields must be filled in). Facsimile numbers are required on the worksheet.

2. **TDY Travel Orders.**

3. **Medical Profiles.** You must present a copy of all medical profiles (if applicable) upon arrival. In accordance with AFI 36-2301, 16 July 2010, under paragraph 24. EPME Resident Eligibility and Prerequisites. "...Members possessing an AF Form 422, *Physical Profile Serial Report*, identifying temporary physical restrictions (such as not being able to run, march or stand attention for extended periods of time) to EPME program requirements (i.e., physical fitness, drill and ceremonies, and Project X) are ineligible to attend without EPME Commandant approval or an approved waiver from AF/A1D." Waivers from other branches of service or civilians will not be accepted. These waivers must be pre-coordinated through your wing training manager and approved by the Vosler NCO Academy NLT 35 days prior to the class start date. If you check-in with an uncoordinated/unapproved medical profile, you may be sent home. All profiles must be current through class graduation date.

4. **General School Supplies.** Notebooks, pens, pencils, highlighters, paper, small 3-ring binders, etc...

5. **Personal Laptop Computers/Flash Drives/Cell Phones.** Computers, cell phones, or any other electronic recording devices cannot be used during the academic day (0700 – 1630). You will not be allowed to bring your cell phone into the building. Please ensure your family, friends and workcenters know how to reach you in case of an emergency. You will be provided contact numbers during check-in.
6. **AFFMS Fitness score sheets.** Print your score sheet from the Air Force Fitness Management System. Handwritten or unit specific score sheets will not be accepted. Scores must be current and passing i.e. if your graduation date is 16 Dec 11 and your test expires in Nov 11 then you do not meet the eligibility requirements to attend EPME. If you're due to test on 12 Dec 11, you will not be sent home because you have the entire month of Dec to get tested.
7. **Current Information Protection Certificate.** This certificate will be required in order to provide you with a local log-in to the front range domain and it must be current through the projected graduation date.
8. **All uniform combinations.** Requirements listed below under “uniform requirements.”
9. **Two pair of gym shoes for PT.** (1 for wear outdoors, 1 for use inside on the gym floor.)

Check-In

1. All students (TDY & Local) will report to the Vosler NCO Academy (Bldg 1142), in civilian attire, on the day prior to their class start date (CSD). For classes with a Monday start, students will check-in on Sunday. Students will **check-in at 1200.** Items required at check-in: Travel Orders, AFFMS PT Results, AF Form 422 (Medical Profile)/AF Form 469 (Duty Limitation Conditions), computer-generated Chain of Command Worksheet, Information Protection certificate, and local lodging info. Questions related to check-in are handled by the Director of Operations/First Sergeant, DSN: 834-8147 or Commercial (719) 556-8147.
2. **TDY students.** You DO NOT need to make lodging reservations. When you arrive, check in to the Pikes Peak Lodge (billeting office) on Peterson AFB. Your reservation for lodging starts the day prior to class start date; if you arrive earlier you will be considered space available. After checking into lodging, proceed to the Vosler NCO Academy for check-in (guidance in paragraph 1).
3. Students must register in DBIDS after checking in to lodging. DBIDS registration is done with your ID card at the West Gate Visitors Center.

Class Sessions

1. **Day of Training 1/Class Start Date.** Students will report to the Vosler NCO Academy (Bldg 1142) auditorium in short- or long-sleeve service uniform (**not service dress uniform**) with tie/tab and all accoutrements NLT 0700 on day of training one. If Peterson AFB is on a snow delay, class will be delayed by the time indicated on the base snow line. Call 556-SNOW (556-7669).

2. MANDATORY PRE-READING.

All students must read the mandatory reading found on the VNCOA web site prior to check-in day.

1. Read and be able to discuss:
 - a. Successful Learning – complete Adult Learning Style Profile
 - b. Chapters 1-2 of AFDD 1-1
 - c. AFI 36-2618 The Enlisted Force Structure
 - d. Long-Term Integration of Expeditionary Airmen Concepts Into the Air Force
 - e. USAF Core Values Book
 - f. CSAF White Paper
2. Complete VNCOA Uniform Questionnaire also on VNCOA website.

3. Questions related to curriculum or scheduling are handled by the Director of Education, DSN 834-1993 or Commercial 719-556-1993. All other questions are handled by the Director of Operations/First Sergeant, DSN 834-8147 or Commercial 719-556-8147.

The Educational Program

1. The objective of the NCO Academy is to prepare technical sergeants for advanced leadership and management responsibilities. Expect to receive six weeks of intense instruction in communication, leadership, and the profession of arms.

a. Communication. This area of the curriculum is designed to improve oral and written communication skills. The coursework includes practical application lessons on effective writing, speaking, and editing.

b. Operational Airman/Unit Manager. Leadership and management lessons enhance technical sergeants' leadership abilities to effectively accomplish the Air Force mission. The curriculum includes:

- 1) Concepts of human behavior
- 2) Importance of standards and discipline in effective management
- 3) Application of effective counseling techniques

We will explore your role in individual and group leadership, effective problem solving, and personnel issues. Additionally, we will introduce/reinforce principles, practices, and tools necessary to operate in today's Air Force.

c. **Military Professional.** This section of the curriculum is designed to provide background information on the military skills NCOs must possess to be effective. Topics include: Human Performance (fit to fight), Air Force Culture, and Ethical Leadership.

Community College of the Air Force Affiliation

The Forrest L. Vosler NCO Academy is affiliated with the Community College of the Air Force (CCAF). As an affiliated member of the CCAF system, we share in its accreditation granted by the Southern Association of Colleges and Schools Commission on Colleges (SACS/COC). Upon graduation students earn 11 semester hours of college credit.

Fit to Fight Program

Your involvement in Fit to Fight is mandatory. Three times per week, you will participate in various aerobic activities. You should be in good physical condition when you arrive. Bring the AF PT uniform and be prepared for cold weather during winter months.

• **NOTE:** Non-scuffing gym shoes are mandatory IAW the fitness center policy. Only authorized **court shoes** (non-scuffing) will be worn on the gym floor and racquetball courts. These shoes must be **hand-carried** when entering the fitness center. Students need to bring 2 pairs of PT shoes. (One for outdoor use and one for indoor use)

Tobacco Policy

The use of **all** tobacco products is **prohibited** during duty hours, IAW AFI 40-102, paragraph 2.2.8. Tobacco use is only allowed in designated areas. Peterson AFB is a non-tobacco use installation, which includes lodging rooms.

Cellular Phone Policy

No cell phones on the campus Monday through Friday, 0700 - 1625. The campus includes building 1142, drill pad, state flag areas, and formal PT locations. For emergency contact situations with family members, please see First Sergeant for assistance.

Duty Hours

Your normal duty hours are Monday through Friday, 0715 – 1625. In the event that weather/a situation causes a full day of missed classes, Saturday may become the make-up day.

Graduation Requirements

1. **Requirements.** Attendance and participation in all scheduled activities and events are required. This course is about leadership; therefore, your positive attitude is essential. You will not be released for appointments; schedule them for when you are not in class.

2. **Graduation Ceremony.** The ceremony is held on the last day of training at The Club on Peterson AFB. The cost of the meal will range from \$24-\$27. Attendance is mandatory and

students may invite guests at the guests' expense. The VNCOA will invite wing commanders and command chiefs. Children under the age of 10 are not permitted to attend. Military dress will be Mess Dress or Semi-formal and civilian dress will be coat and tie for men and evening attire for women.

Uniform Requirements

1. ALL UNIFORMS WILL BE IN COMPLIANCE WITH AFI 36-2903 and local 21st Space Wing supplement.

<http://www.e-publishing.af.mil/shared/media/epubs/AFI36-2903.pdf>

2. The service dress, semi-formal or mess dress, ABU and PT uniforms are required while attending the NCO Academy; ABU will be the primary uniform-of-the-day. We recommend you bring at least two sets of each uniform combination. During winter months, students should bring appropriate/approved outer garments. The sage green fleece outer garment is authorized for wear indoors at students' discretion.

3. All authorized badges, ribbons, and ties/tabs are mandatory on service uniforms. ANG/AFR members may not wear state decorations while on federal active duty.

Financial Information

Government Travel Card (GTC)/Controlled Spend Account Card (CSA). All students who have the GTC/CSA should contact their Agency Program Coordinator (APC) and CitiBank to determine their actual spending limit before departing their unit. The TDY will exceed one billing cycle; plan accordingly. Lodging will charge your GTC/CSA in 15-day increments.

Student Services

1. **Phone Numbers.** It is important to provide family members and supervisors the following contact information:

a. During the duty day (non-emergency): Call (719) 556-8444 or DSN 834-8444 and leave a message on the student answering machine (students retrieve messages during breaks)

b. In case of an emergency: Contact the following individuals in this order:

- First Sergeant, at (719)556-8147 or DSN 834-8147 or cell phone (719) 440-6278
- Knowledge Operations Management at (719) 556-8143/8148 or DSN 834-8143/8148
- Commandant, at (719)556-7598 or DSN 834-7598 or cell phone (719) 439-3612
- 21st Space Wing Command Post at (719) 556-4555 or DSN 834-4555

2. **Mailing Address.** Use the following address to receive mail:

(STUDENT'S RANK/FULL NAME)
PSC Box 70000, NCO Academy Class XX
Peterson AFB CO 80914-5360

Facilities

1. Peterson AFB (PAFB) has a wide-range of recreational facilities available during off-duty hours. The following is a list of some of the services and facilities available: The Club, Automotive Skills Center, Aero Club, Air & Space Museum, Information Tickets & Tours Center, Athletic Facilities, Fitness Center, Base Picnic Area, Golf Course, Bowling Center, Library, Outdoor Adventure and Recreational Supply checkout, and the Recreational Activities Center. For more info on these and many other activities go to: <http://www.21fss.com/>

2. PAFB Facilities Hours of Operation.

Commissary.

<http://www.commissaries.com/stores/html/store.cfm?dodaac=HQCMCE>

Aragon Dining Facility. Mon – Fri: 0530 – 0800 (Breakfast), 1100 – 1300 (Lunch), and 1630 – 1800 (Dinner) Please navigate to the link below for weekend/holiday/inclement weather schedules.

<http://www.21fss.com/inside.php?page=aragon>

3. Miscellaneous Facility Information.

The Club. The Club on Peterson AFB will recognize your club membership for the duration of your tour at the school. If you are not a club member you may join the one at Peterson AFB. You may obtain a membership on a temporary basis until you receive your club card. Once you return to your unit, you can transfer your membership to the club located at your permanent duty station. For specific information about The Club call 719-597-2957.

Religious Services. The chapel is one block east of the NCO Academy. For additional information, please call the Chapel Office at 556-4442.

Medical Care. The clinic at Peterson AFB is under the Tricare Program. The clinic provides routine outpatient medical care. The clinic is located across the street from the school facility. Dental work, procurement of eyeglasses, prescription changes and other specialized medical services should be done at your home station before leaving for the school. Emergency care is only offered at Evans Army Hospital at Fort Carson and civilian hospitals.

Weapons Registration

Weapons registration is handled by the security forces armory, located in bldg. 1376. All students are required to register and store privately owned weapons (guns, archery, knives, etc.) at the armory in bldg 1376 as soon as they arrive on station. Weapons may be temporarily checked out but must be returned for storage within 72 hours. You may only transport privately owned weapons on Peterson Air Force Base when driving directly to and from the security police armory for storage or their residence in base family housing. You must notify the entry controller that they have a privately owned weapon and where they intend on transporting it. Privately owned weapons must be unloaded and in the trunk of the vehicle. The 21st SFS

Armory will require you to fill-out an AF Form 1314, Firearms Registration. The completed AF Form 1314 must be provided to the Director of Operations/First Sergeant by the end of DOT 1 for coordination/briefing requirements.

Out-processing

You will be officially released *no earlier than 0500 the day after* the graduation ceremony. The only exception is for students stationed at Buckley AFB.

DO NOT MAKE TRAVEL ARRANGEMENTS THAT REQUIRE YOU TO LEAVE PETERSON AFB PRIOR TO THIS.

Class Mixer/Icebreaker

An Ice Breaker is held during the first week of training. Your attendance is mandatory and the attire is conservative civilian clothes. There is a \$4.00 fee for this event.

Administrative Information

1. Major personnel actions (reenlistment, physical, WAPS testing, PT testing, etc.) must be accomplished prior to attending the NCO Academy.
2. Students should be focused on the NCO Academy curriculum and should not be distracted with other responsibilities such as EPRs, staff work from home or college courses.
3. Before departing your duty station, advise your family members to contact your unit, the Peterson AFB Command Post, or the Red Cross in case of an emergency.
4. The Learning Resource Center (LRC) has 14 computers available for students. It is a good idea to bring a laptop and printer for use in your lodging room. Wireless internet service is available in your rooms.

*NO USB memory devices are authorized for use in any VNCOA computers.